

Some occupations are easy to observe, such as construction workers. Other work,

like that in factories or offices, is less easy to observe. But you can still find information about these jobs in books or the Internet, or by an informational interview.

For an in-depth look at someone actually working at an occupation that interests you, you might try a *job shadow*. This is an arranged visit of several hours where you follow, or *shadow*, a worker through their work day, giving you a chance to see all aspects of a job. Ask a teacher or your guidance counselor about companies in your area that participate in job shadowing. ♦

Job Shadowing

Making Connections

NETWORK

You might think that networking is for executives attending “power lunches” and business roundtables, but it’s actually a skill that you should develop early in your career.

During a job search, your networking mission is to increase the number of people who will keep their eyes and ears open for opportunities. Your overall mission is to gain access— either directly or indirectly— to a hiring manager. Here are some suggestions:

Build a Database. Develop a list of friends, relatives, classmates and teachers whom you would feel comfortable approaching for contacts. Ask them for names of individuals in your field or who know others with these connections. As you get more names, categorize them according to their ability to offer you a job or to introduce you to someone who can.

Develop Your “Sales Pitch.” Once you have a list of contacts, you’ll need a *verbal resume*. Networking means telling a lot of people

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NHCRN

New Hampshire Career Resource Network
New Hampshire Employment Security
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who you are, what you’re looking for and how they can help. Plan a 25-second pitch

(also known as the *elevator pitch*) that provides your name, educational status (recent graduate, for example), career objective and one or two distinguishing qualifications. Brevity is key because many of the people you contact will have limited time and will appreciate a straightforward, yet courteous approach.

Make the Call. Try to set up short meetings with contacts. Start by introducing yourself and stating who referred you. Be sure to ask if it’s an appropriate time to talk. Then, if it is a good time, continue your pitch, indicating how he or she may be of help, and request a brief meeting. The worst thing that can

happen is that this person is unable to see you. In that case, thank the individual and move on to your next contact.

Keep the Network Going. Making new contacts should be common practice throughout your career. In fact, by continually increasing your visibility in the your profession, you’re making your next job search easier. Reciprocate by offering your assistance to others, particularly those who’ve helped you. Networking is only successful when information is shared again and again. ♦

Source: Accountemps Career Resources <www.accountemps.com/career/>

